
Preparing a Curriculum Vitae

Diversifying Clinical Psychology Weekend
University of North Carolina at Chapel Hill
Spring, 2014

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Online Resources

- Best online writing resource: Purdue University Online Writing Lab <https://owl.english.purdue.edu/owl/>
- University of Kent in the UK has a nice website with lots of specific information:
<https://www.kent.ac.uk/careers/cv.htm>



What is the Curriculum Vitae?

- The CV is an academic resume that communicates in brief your major accomplishments and experiences
- CV vs. Resume
 - Length (CVs are often longer)
 - Audience (academic positions and graduate school applications for CV)
 - Content (as reflecting different audiences)



The CV pre-grad school

- WHY? To apply to research positions!
- How are you evaluated for these positions?
 - “Reliable Worker” qualities
 - “Good Student” qualities
 - Career aspirations & collegiate goals
 - Able to dedicate yourself to the work



The CV in grad school aps

What are the criteria for grad school admissions?

- Background to prepare you for engaging in graduate work
- Dedication to the career path and Intellectual curiosity
- FIT, FIT and MORE FIT to the program!



The CV in grad school aps

Elements of a grad ap package:

- Cover letter
- Personal statement
- Letters of recommendation
- Transcripts (and GPA)
- GREs
- The CV!



The CV in grad school aps

- To show you are prepared for the academics of graduate school
- To show you have out-of-class experiences to prepare you for the intellectual pursuits of graduate school
- To show you are driven and dedicated to this career trajectory and indeed.. that you have already begun!



The CV pre-grad school

- WHY? To apply to research positions!
- Elements of this CV are the same as the one for grad school applications but some content is closer to the resume
- How are you evaluated for these positions?
 - “Reliable Worker” and “Good Student” references



Preparing the CV

No one format but typical sections include:

- Contact information (digital footprints)
- Educational background (start with college)
- Honors or awards (only in HS if major)
- Professional Memberships (career relevant)
- Presentations and Publications
- Research experience (paid or not; independent studies, honors theses, assistantships)
- Clinically-relevant experience (paid or not; volunteer with clinical or vulnerable population)
- Other relevant work-related experience (for pre-grad school only typically)
- References (vetted)



Common Strategies

- Gapping – use incomplete sentences to present information as clearly and concisely as possible.

Research Assistant (2012-2013). Assisted with data collection. Completed data entry using SPSS. Attended regular lab meetings.



Common Strategies

- Parallelism – keep structure of phrases and/or sentences consistent throughout the document (i.e., use verbs to describe duties throughout)
- Poor parallelism:
Research Assistant (2012-2013). Data collection. Completed data entry using SPSS. Regular lab meetings.
- Better parallelism:
Research Assistant (2012-2013). Duties include data collection, data entry using SPSS, participating in regular lab meetings.
OR
Research Assistant (2012-2013). Assisted with data collection. Completed data entry using SPSS. Attended regular lab meetings.



Other Tips

- Name mentors and supervisors
- Get permission for references
- Do not pad without purpose
- Do not overly segment (i.e., separating Paid and Non-Paid Research Experiences)
- Do not provide an objective (like on a resume)
- List novel skill sets (optional section)
- Have multiple readers and reviewers



Examples of Language That is Too Vague

GENERAL ABILITY TESTS:

1. Intelligence tests: Verbal Test
2. Intelligence tests: Performance Test

VOCATIONAL WORK EXPERIENCE

07/12 - pres	Behavior Therapist and Teacher, Florida Autism Center, Daytona Beach, Florida
10/10 - 07/12	Applied Behavior Analysis Therapist, Franklin County Board of Developmental Disabilities, Columbus, Ohio
08/10 - 03/12	Peer Advocate, Student Advocacy Center, The Ohio State University, Columbus, Ohio
03/10 - 10/10	Residence Hall Assistant, The Ohio State University, Columbus, Ohio
10/07 - 01/11	Applied Behavior Analysis Therapist, Geauga County Board of Mental Retardation and Developmental Disabilities, Chagrin Falls, Ohio



Examples of Language That is Too Vague

SKILLS

Bilingual: English/Polish

Knowledge of data collection and SPSS

Ability to work with groups and independently.

Ability to prioritize and perform well under time-constraints and manage several projects at once.

Ability to communicate and work well with children and adolescents

Excellent written & verbal communication skills

Technical Skills

Operating Systems

Linux, Windows

Data Analysis Packages

SPSS, Excel

Editors

Microsoft PowerPoint, Access, Word, Photoshop

Scientific Applications

PsychoPy, Open Sesame



Good Examples of Specific Skills & Accomplishments

LEADERSHIP AND VOLUNTEER EXPERIENCE

Delta Tau Delta Fraternity

2008 – 2011

- Rush Chairman

2010 – 2011

- Increased New Member class size by 22%
- Increased New Member class cumulative GPA by .20

TEXAS SPIRITS, the University of Texas at Austin

February 2009 – December 2011

President 2010

- Elected president, which required managing the entire budget, coordinating charity and social events, and monitoring all 150 members' requirements.
- Volunteered with several institutions such as Dell Children's Hospital of Austin, the Austin State Hospital, and community homeless shelters.
- Organized a benefit concert, which raised over \$20,000 for the Make-A-Wish Foundation to support terminally or seriously ill children in the South Texas Area.
- Elected the Social Officer for spring 2009 class and was awarded Best Newcomer of the spring 2009 class.



Good Examples of Specific Skills & Accomplishments

Pearl Pathways – Marketing Intern

Indianapolis, IN

May 2010 – August 2011

- Served as webmaster creating new content, blogging, and designing case studies and white papers for company website
- Researched target prospects, managed website leads, developed lead data, and carried out market research studies

Psychological Mentor

In-home, Schaumburg, IL

June 2012 – June 2013

- Mentored an adolescent male diagnosed with a Pervasive Developmental Disorder to develop coping skills for impulsivity and promote social awareness
- Processed his behavioral and emotional development through weekly conversations
- Communicated regularly with his parents concerning his progress and difficulties



Good Examples of Specific Skills & Accomplishments

Research Experience **Lab Manager/Research Assistant**

- Responsible for ongoing management of scheduling and coordination of various aspects of the study.
- Monitor Research Assistant completion of sessions and ensure that each RA is accurately following target child rotation via weekly review of handwritten tracking sheets.
- Monitor number of sessions collected per group and balance child gender within these groups.
- Conduct scheduled observations after being trained to at least an 80% criterion on at least two IOA pretest videos.
- Maintain high levels of assessment integrity and complete at least three separate IOA integrity checks during course of the study.

